

**DETERMINATION AND FINDINGS
FOR A
SOLE SOURCE CONTRACT**

AGENCY:	DC Office of Zoning
CONTRACT NO.:	TBD
CAPTION:	Office of Zoning Interactive Zoning Information System
CONTRACTOR:	Optimal Solutions Technologies, Inc.

FINDINGS

1. AUTHORIZATION:

D.C. Official Code §2-354.04, 27 DCMR 1304, 1700 and 1701

2. MINIMUM NEED:

The District of Columbia Office of Contracting and Procurement, on behalf of the DC Office of Zoning (OZ), seeks the continued engagement with Optimal Solutions Technologies, Inc. (OST), who since 2005 has been maintaining, supporting, and enhancing the Office of Zoning's Interactive Zoning Information System (IZIS). IZIS is an enterprise suite of integrated modular workflow applications designed to electronically capture and process the information submitted by District applicants seeking a change to the District's zoning regulations or relief from the zoning regulations. The system electronically processes all applications for hearings before the Zoning Commission (ZC) and the Board of Zoning Adjustment (BZA) and manages other administrative processes that are essential to the agency's mission and program administration, and thus is critical to their daily operations. OZ utilizes the systems capabilities to process and accept cases filed online, allow applicants to respond to requests for additional documentation, enable users to track the progress of their cases online, permit online filing and tracking of ZC and BZA cases by applicants, and grant the electronic processing and management of the cases by the OZ staff; all of which reinforce the importance and need of its continued functionality. As such, the agency must continue its relationship with OST to sustain the ongoing system and technical expertise used to support a user friendly and efficient process environment. OST's previous contract CW57372 expired on January 15, 2020.

3. ESTIMATED FAIR AND REASONABLE PRICE:

The estimated fair and reasonable cost of the labor hour engagement will not exceed \$295,697.45 annually.

4. FACTS WHICH JUSTIFY SOLE SOURCE PROCUREMENT:

For the past 15 years, OST has provided dependable, transformational technologies and world-class forward-thinking IT solutions using advanced methodology and automation related to the development and enhancement of the OZ's IZIS system. OST's technology and engineering expertise were built on adopting and developing the right tools and

equipment, which has positioned them to provide innovative, reliable, system processes that are equivalent to the evolution of the IZIS.

OST has a history of working with the District and several of its agencies on projects similar in nature and for the past 15 years has worked with OZ in support of the IZIS since its inception. To date they have: (1) maintained, updated and enhanced all applications and OZ websites to keep information compatible and current to industry trends; (2) provided technical support for system issues identified through user feedback and (3) worked on the development of mobile applications.

OZ requires the continued services of OST in order to: (1) maintain, enhance, and support the agency's system and all its component applications; (2) provide ongoing technical support and manage the existing applications they developed for the agency; and (3) implement user identified enhancements to improve performance as well as the implementation of all processes related to District residents' access to the IZIS.

OZ and OST, through an ongoing refresh process, have invested a significant amount of intellectual capital and District funds in the development of IZIS, its features, and tools, including reengineering the ZC and BZA processes as necessary over the past 15 years.

The technical capabilities and expertise possessed by OST related to the system, their knowledge of ZC and BZA processes, and their ability to interpret and present zoning data based upon their years of implementing and enhancing the system, uniquely qualifies them to continue this effort; and to not utilize them at this point would be inefficient and a misuse of the District's resources with unnecessary cost and performance impacts, such as:

1. disruption of operations related to both the BZA and the ZC, creating a case backlog;
2. prevention of District Citizens from accessing pertinent zoning information;
3. delaying projects that have been in the pipeline for months; and
4. negatively impacting OZ's contribution to the economic development in the City.

Given OST's familiarity with the system and their knowledge as the implementer and maintainer of IZIS, they are the only source with the combined expertise and background who can continue to provide in a cost effective, timely and efficient manner the services required to meet the agency's needs while avoiding any interruptions.

For these reasons, it is in the District's best interest to award the sole source contract to OST.

5. CERTIFICATION BY AGENCY HEAD:

I hereby certify that the above findings are correct and complete to the best of my knowledge and belief.

Date

Sara Bardin
Director Office of Zoning

6. **CERTIFICATION BY CONTRACTING OFFICER:**

I have reviewed the above findings and certify that they are enough to justify the use of the sole source method of procurement under the cited authority. I certify that the notice of intent to award a sole source contract was published in accordance with Section 404 of the District of Columbia Procurement Practices Reform Act (PPRA) of 2010 (D.C. Official Code §2-354.04) and that no response was received. I recommend that the Chief Procurement Officer approve the use of the sole source procurement method for this proposed contract.

Date

Todd Allen
Contracting Officer

DETERMINATION

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive solicitation process under Section 402 or 403 of the District of Columbia Procurement Practices Reform Act of 2010 (DC Law 18-371; D.C. Official Code § 2-354.02 or 2-354.03). Accordingly, I determine that the District is justified in using the Sole Source method of procurement. Accordingly, I determine that the District is justified in using the sole source method of procurement and that this determination and finding has fulfilled the 10-day notice requirement in Section 1304.1

Date

George A. Schutter III
Chief Procurement Officer for the Office
of Contracting and Procurement